

## MEETING #1 January 3

At an Organizational Meeting of the Madison County Board of Supervisors on January 3, 2018 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Member  
Jonathon Weakley, Member  
Kevin McGhee, Member  
Charlotte Hoffman, Member  
Amber Foster, Member  
Clarissa Berry, Interim County Attorney  
Jack Hobbs, County Administrator  
Jacqueline S. Frye, Deputy Clerk

1. Call to Order/Determine Presence of a Quorum: Clarissa Berry, Parliamentarian, called the 2018 Organizational meeting to order. A quorum was noted as being present.

### *2. Pledge of Allegiance & Moment of Silence*

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

### **3. Description of Meeting & Election Process**

The Parliamentarian explained that today's meeting is to elect a Chairman, Vice-Chairman, adopt an Agenda, and other facets of today's organizational meeting process for the 2018 calendar year.

The first order of business will call for the election of a Chairman; once a Chairman is elected, this individual will complete the remaining agenda items for today's organizational meeting as noted.

### **4. Election of the Chairman**

The Parliamentarian opened the floor for nominations for the office of Chairman of the Madison County of Supervisors.

Supervisor Hoffman moved that Clay Jackson be nominated as the Chairman of the Board of Supervisors, seconded by Supervisor McGhee.

With no further nominations being brought forth, the floor was closed for nominations with the following vote recorded:

*Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

After being selected as the Chairman of the Madison County Board of Supervisors, the meeting was turned over to the Chairman Elect.

*\*The Parliamentarian left the meeting session\**

### **5. Election of Vice-Chairman**

Chairman Jackson proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor McGhee nominated Supervisor Weakley for the position of Vice-Chairman of the Madison County Board of Supervisors, seconded by Supervisor Hoffman

With no further nominations being brought forth, Chairman Jackson closed the floor for nominations and the following vote was recorded:

*Ayes: Jackson, Weakley, McGhee, Hoffman, Foster. Absent: Campbell. Nays: (0).*

## 6. Adoption of an Agenda:

Chairman Jackson called for the addition of:

**Item 8a: Rappahannock Rapidan Community Services Board Vacancies: [Reappointment of Robert Legge & Clare Lillard to Item 8b: Discussion of Appointments (i.e. Interviews for Other Committees/Boards/Commissions)]**

Supervisor McGhee moved that the Board adopt the Agenda as amended, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

## 7. Consideration of an Organizational Resolution for Calendar Year 2018 \_ [Resolution #2018-1]

- i. Bylaws (meeting times, parliamentary procedure, rules of order)
- ii. Code of Ethics
- iii. Freedom of Information Act Policy
- iv. Personnel Policy
- v. Procurement Procedure
- vi. Polity on the Development of Board Agendas

The County Administrator noted that:

- a. Bylaws are basically the same as adopted last year (updated language for meeting schedules)
- b. Code of Ethics are the same as adopted last year
- c. FOIA: Current policy still has "Dan Campbell" as the designated contact (i.e. updated to Jack Hobbs)
- d. Personnel Policy (no change)
- e. Procurement Procedures (no change)
- f. Policy on Development of Board Agenda: Suggested the Board incorporate some language in the organizational meeting documents regarding development of Agenda items (for the Board) as a means to control requests being presented for discussion the day of the meeting process. In closing, it was noted that the Board will still have the discretion to allow any items of substance to be added to the meeting Agenda for discussion, if deemed appropriate.

Supervisor Hoffman moved that the Board adopt Resolution #2018-1 as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, McGhee, Hoffman. Foster. Nay: (0).*

## 8. Appointment of Committee Members.....Chairman

### a. Committee Appointments

- 1. Blue Ridge Committee (SNP)
  - a. Jonathon Weakley
  - b. Kevin McGhee
  - c. Bruce Bowman, Extra member
  - d. James Ballard, Alternate
- 2. Central Virginia Regional Jail
  - a. Erik Weaver
  - b. Kevin McGhee
  - c. Jack Hobbs (At Large)
- 3. CIP
  - a. R. Clay Jackson
  - b. Amber Foster
- 4. CSA:
  - a. Charlotte Hoffman
- 5. Emergency Services Director
  - a. R. Clay Jackson
  - b. Jack Hobbs, County Administrator

6. Liaison to Madison Town Council
  - a. Amber Foster
  - b. Charlotte Hoffman
7. Liaison to School Board
  - a. Charlotte Hoffman
  - b. R. Clay Jackson
8. Madison Extension Council
  - a. R. Clay Jackson
9. Madison County Library
  - a. Kevin McGhee
  - b. Charlotte Hoffman
10. Park & Recreation Authority
  - a. R. Clay Jackson
  - b. Jonathon Weakley
11. PD9 & PD10 Workforce Act
  - a. Amber Foster
  - b. Mary Jane Costello, Alternate
12. Planning Commission
  - a. R. Clay Jackson, Board Liaison
13. Rappahannock Juvenile Detention
  - a. Robert Chappell
  - b. Charlotte Hoffman, Alternate
  - c. Mary Jane Costello, Finance Committee
14. Rappahannock River Basin Committee
  - a. Jonathon Weakley
  - b. Jack Hobbs, Alternate
15. Rappahannock Rapidan Community Services Board
  - a. Robert Legge
  - b. Clare Lillard
  - c. Amber Foster
16. Rappahannock Rapidan Regional Commission (PD9)
  - a. ~~Charlotte Hoffman~~ Amber Foster
  - b. Jack Hobbs, County Administrator
17. Shenandoah Committee
  - a. Tracey Williams Gardner
  - b. Jack Hobbs, County Administrator
18. Skyline CAP
  - a. Jonathon Weakley
  - b. Pending
19. Social Services
  - a. Charlotte Hoffman

20. Thomas Jefferson Area Criminal Justice Board  
 a. Kevin McGhee  
 b. Clarissa Berry (Commonwealth Attorney)


21. Thomas Jefferson EMS Council  
 a. Kevin McGhee  
 b. Jonathon Weakley, Alternate

22. Topping Fund Committee  
 a. R. Clay Jackson  
 b. Jonathon Weakley, Alternate

23. Tourism Committee  
 a. Tracey Williams Gardner  
 b. Pending  
 c. Pending  
 d. Pending  
 e. Pending

*Supervisor Weakley moved that the Board approve the committee assignments as presented, seconded by Supervisor Hoffman.*

Comments:

-  Tracey Williams Gardner, Tourism Director, advised of an oversight (i.e. Supervisor Foster was to be appointed to the Rapidan Regional Commission)

After discussion, Supervisor Weakley amended his motion to include a change in the designation to the committee assignments (i.e. Rappahannock Rapidan Regional Commission) seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

**b. Discussion of Appointments (i.e. Interviews for Other Committees/Boards/Commissions)** Chairman Jackson noted there are additional appointments that are needed (i.e. Planning Commission, Tourism Committee, Skyline CAP), and asked if the Board desired to conduct interviews at the next meeting session.

Tracey Williams Gardner, Economic Development/Tourism Director was present to provide input concerning one of the applicants for the Tourism Committee (i.e. individual will be relocating [from Madison] and will be unable to serve).

After discussion, it was the consensus of the Board to:

- *Discuss applicants for vacancies on the Skyline CAP Board and the Madison Tourism Committee*
- And:
- *Interview all applicants for the Planning Commission beginning at 6:00 p.m. on Tuesday, January 9, 2018 in the auditorium*

9. Consideration of the Budget Calendar.....County Administrator Hobbs

The County Administration provided a draft budget development schedule as follows:

1/12/2018	Agency Budget Requests Due		
1/17/2018	Departmental Budget Requests Due		
1/25/2018	Work Session #1	2:00 – 6:00 p.m.	Departmental Presentations
2/1/2018	Work Session #2	2:00 – 6:00 p.m.	Dept. Presentations / Outside Agencies
2/8/2018	Work Session #3	2:00 – 6:00 p.m.	Outside Agencies

2/15/2018 Work Session #4	2:00 – 6:00 p.m.	Remaining Requests / Revenues & Taxation
2/22/2018 Work Session #5	2:00 – 6:00 p.m.	Expenditures & Capital Outlay
3/1/2018 Work Session #6	2:00 – 6:00 p.m.	Draft Budget from Administration
3/8/2018 Work Session #7	2:00 – 6:00 p.m.	Board Directed Changes/Adjustments
3/15/2018 Work Session #8	2:00 – 6:00 p.m.	Board Directed Changes/Adjustments
3/22/2018 Presentation on Full Draft Budget	2:00 – 6:00 p.m.	Board Discussion/Advertise Budget Public Hearing
4/3/2018 Public Hearing on Full Budget Proposal	7:00 p.m.	
4/10/2018 Board of Supervisors Approval of the	Regular Meeting	
<ul style="list-style-type: none"> <li>● <a href="#">Note 1: Madison County Public School's Budget Public Hearing typically occurs in Mid-February with School Board Approval of Education Budget in early March. VA Code requires that County approve the School Budget by May 1 or within 30 days of receipt of</a></li> <li>● <a href="#">Note 2: Need to convey to Commissioner of the Revenue and Treasurer the status of any tax rate changes by Mid-April at the latest.</a></li> </ul>		
6/26/2018 Board Appropriation of the approved	Regular Meeting	

In closing, it's felt that all of the above referenced meeting sessions may not be needed.

After discussion, Chairman Jackson suggested that the Board allow all entities ten (10) minutes to provide input during the budgetary sessions. Budget sessions will need scheduled and held at the Madison County Firehouse lounge.

10. Approval of Claims (as necessary): None

11. Information and/or Correspondence

12. Adjournment: With no further action being required by the Board, on motion of Supervisor Hoffman, seconded by Supervisor Weakley, Chairman Jackson adjourned the meeting. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors  
Adopted on: January 9, 2018  
Copies: Board of Supervisors, County Attorney, Constitutional Officers

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**Agenda**  
**Organizational Meeting**  
**Madison County Board of Supervisors**  
**Wednesday, January 3, 2018 at 9:00 a.m.**  
**County Administration Building, Auditorium**  
**414 N. Main Street, Madison, Virginia 22727**

1. Call to Order/ Determine Presence of a Quorum..... Parliamentarian
2. Pledge of Allegiance & Moment of Silence.....Parliamentarian
3. Description of Meeting & Election Procedures..... Parliamentarian
4. Election of the Chairman..... Parliamentarian
5. Election of the Vice-Chairman..... Chairman
6. Adoption of an Agenda..... Chairman
7. Consideration of an Organizational Resolution for Calendar Year 2018..... Chairman
  - i. Bylaws (meeting times, parliamentary procedure, rules of order)
  - ii. Code of Ethics
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  - v. Procurement Procedure
  - vi. Policy on the Development of Board Agendas
8. Appointment of Committee Members ..... Chairman
 

*a: Rappahannock Rapidan Community Services Board Vacancies: [Reappointment of Robert Legge & Clare Lillard]*

*b: Discussion of Appointments (i.e. Interviews for Other Committees/Boards/Commissions)*
9. Consideration of the Budget Calendar .....County Administrator Hobbs
10. Approval of Claims (as necessary) ..... Chairman
11. Information and/or Correspondence
12. Adjournment

**\*AMENDMENTS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT & STRIKETHROUGH\***